



SHORT PLAT, LOT LINE ADJUSTMENT, AND CONDOMINIUM PLAT SUBMITTAL CHECKLIST

Purpose and Applicability: Short Plat, Lot Line Adjustment, and Condo Plat reviews are required when the dimensions of land records are modified such as a lot line being moved or lots/condos are being created.

Short Plat: A short plat procedure may be used for the division of land where no more than 4 lots result from the division of a parent parcel or there are 6 or fewer townhouse lots created. The short plat procedure is also required for condominium plats. The procedure is administrative by city staff but may also necessitate involvement of other agencies and jurisdictions for approval and recordation of the plat. Prior to applying, consultation with City Staff is recommended.

Lot Line Adjustment: A lot line adjustment procedure may be used where parcels or lots are being combined or adjusted but no new buildable lots are created. Lot line adjustments may not be allowed where they create or expand a land use nonconformity. The procedure is administrative by city staff but may also necessitate involvement of other agencies and jurisdictions for approval and recordation of the plat. Prior to applying, consultation with City Staff is recommended.

Applications can be submitted by visiting www.sandpointidaho.gov/planningapply. In preparation, please gather the below documents, as applicable. If you have any questions, please feel free call us at (208) 263-3370 or contact us via our email form at www.sandpointidaho.gov/contactplanning.

- ☐ **Narrative Statement:** Submit a narrative describing the proposed plat and the general compatibility with other adjacent properties. Also include a discussion of the relationship of the proposed plat to the Comprehensive Plan.
- ☐ **Preliminary Plat:** Provide a copy of the preliminary plat from your surveyor. The Applicant must also submit copies to Panhandle Health and the County Surveyor. Closures **must be** included.
- ☐ **Copy of Title Report or Equivalent (subdivision guarantee):** Provide a copy of the title report for the site of the proposed project.
- ☐ **Condominium Documents (only for Condominium plats):** Submit condominium documents meeting the requirements of *Idaho Code*, Title 55, Chapter 15, Condominium Property Act.
- ☐ **Application Fee:** Please call Planning & Building Services at 208-263-3370 or consult the Planning & Building Applications webpage at www.sandpointidaho.gov/planbuildapps.

Plat Review Process and Routing

1. Preliminary Plat Routing:

- a. Planning and Building staff will then review proposal and forward it onto the following departments and agencies for review:
 - I. Sandpoint Infrastructure and Development Services - City Hall
 - II. Sandpoint Public Safety Department - City Hall
 - III. Sandpoint Finance Department
 - IV. Bonner County
 - V. Independent Highway District
 - VI. Misc. agency list (utility companies, state/federal regulatory agencies, etc.)
 - VII. Bonner County GIS Office to verify the legal description and owner's certificate
- b. One (1) copy to Panhandle Health District - **submitted by Applicant** – 2101 W. Pine Street.
NOTE: Panhandle Health District has an application which must be completed by the applicant or the applicant's representative. Applicants may contact PHD at 208-265-6384 to obtain an application.
- c. One (1) copy to the Bonner County Surveyor - **submitted by Applicant**

2. Final Plat (Mylar) Routing & Signatures:

After all agencies have completed their review process, any comments/corrections will be returned to the surveyor drafting the plat documents. When all corrections have been made, a Mylar will be returned to Planning and Building Services with owner's signatures and will then be routed for signature to:

- a. City Engineer, City Hall, 1123 Lake Street
- b. Planning Director, City Hall, 1123 Lake Street
- c. Mayor and City Clerk, City Hall, 1123 Lake Street
- d. Independent Highway District, 1805 Baldy Mountain Rd., Sandpoint, ID.
- e. Bonner County Surveyor - **responsibility of applicant**
- f. Panhandle Health District #1, 2101 W. Pine Street - **responsibility of applicant**
- g. County Treasurer, 1500 Highway 2, Suite 304 - **responsibility of applicant**

When all of the above signatures have been obtained the Mylar may be recorded. After recording you will need a minimum of 3 Mylar copies made along with 1 paper copy which will be distributed by applicant to appropriate agencies as follows:

- Sandpoint Planning and Building Service Group - 1 recorded Mylar copy
- Bonner County Recorder - 2 Mylars
- Panhandle Health District - 1 recorded paper copy